



# *Curriculum Vitae:* "the course of [your] life"

## *Curriculum Vitae*

- Also known as a *CV*, *Vitae*, or *Vita*
- Used in academia and some professions (science, medicine, engineering)
- In the US, a detailed listing of one's educational achievements, publications, presentations, professional activities and honors
- Usually does not include a statement of objectives or goals
- Formatting varies by discipline
- Longer than the resume, generally two pages *or more*

## How does a CV differ from a resume?

- Longer
- Goal is scholarly identity v. professional identity
- Broad use beyond job search — e.g., grant and fellowship applications, annual performance reviews

# What content is included in a generic CV?

Name

Contact information (work and home)

Education

Professional experience (teaching, editorial, administrative)

Professional activities

- Peer-reviewed publications
- Professional presentations
- External funding history, if applicable
- Teaching history, if applicable

*Never include:* SSN, personal information (military service, children, home address, hobbies)

# Is there a standard CV format?

NO !!!

There are different emphases in each discipline, and a good CV emphasizes the points that are considered to be most important in your discipline and conforms to standard conventions within your discipline.

How can you find out what these conventions are? A good place to start is to find as many examples as possible of CV's by people in your discipline.

However, examples should not be used as templates to be followed in every detail. They should be used as sources of strategies for how to present your own information most effectively.

One format does not fit all. The most effective formatting for you will most likely differ from the most effective formatting for someone else because your experiences and strengths will be different.

## FORMATTING TIPS-I

**Gapping.** Gapping is the use of incomplete sentences to present information as clearly and concisely as possible.

For example, instead of writing:

*"I taught composition for four years, during which time I planned classes and activities, graded papers, and constructed exams. I also met with students regularly for conferences."*

You might reword:

*"Composition Instructor (2000-2004). Planned course activities. Graded all assignments. Held regular conferences with students."*

By using incomplete sentences here, you eliminate unnecessary words and allow the reader to see quickly what you have been doing.

## Formatting tips-2

**Parallelism.** Keep the structure of phrases and/or sentences consistent throughout the CV. If you use verb phrases in one portion of your CV to describe your duties or experience, try to use them throughout your CV. Particularly within sub-sections, make sure that the structure of phrases is exactly parallel so that readers can understand what you are communicating easily.

One distinction between the work description sections of resumes and CV's is that bullets are commonly used in resumes and less frequently in CV's. Whether or not you use bullets to separate lines in your CV depends on how the bullets will affect the appearance of your CV. If you have a number of descriptive statements about your work that are all about a line in length, bullets can be a good way to separate them. If you have a lot of very short phrases, breaking them up into bulleted lists can leave a lot of white space that could be used more efficiently.

The principles guiding any decision you make should be concision and ease of reading.

Office of the Grants Coordinator, Curry  
College, Milton, MA

## Formatting tips-3

### Action verbs

Action verbs are concise and strong. Positive. Persuasive.

An action verb expresses achievements or something a person does in a concise, persuasive manner. Action verbs make sentences and statements more concise.

Because concise writing is easier for readers to understand, it is more reader-centered. Because reader-centered writing is generally more persuasive, action verbs are more convincing than non-action verbs.

The following job description uses a non-action verb: "***I was the boss of a team of six service employees***"

The job description below uses an action verb: "Supervised a team of six service employees"

The job description using an action verb is more concise. It contains fewer words, and focuses on an action (**supervised**).

Because concise writing is easier for readers to understand, the job description using an action verb is more powerful and more persuasive.

In order to make a striking first impression, *use action verbs as the first word of each bullet point* to emphasize position descriptions or skills in your resume.



## Examples of action verbs

- **Accelerated** introduction of new educational technology
  - **Organized** databases to efficiently track funding opportunities
  - **Supervised** a team of six administrative employees
  - **Implemented** an interdisciplinary curriculum in mathematics for the liberal arts
  - **Designed** an interactive laboratory exercise
- **Taught**
  - **Created**
  - **Managed**
  - **Consolidated**
  - **Coordinated**

## **Formatting tips-4**

### **Reverse chronological order**

The earlier in your document a particular block of information comes, the more emphasis is placed on that block of information. *The most important information should come first.*

Regardless—be sure that the information that is most helpful in determining your qualifications for funding (or whatever) comes before information that is less helpful.

# Formatting tips-5

## Page layout

Center at top of page 1 in **larger** font than the rest of the document:

*Curriculum Vitae*  
Your name

Italicize "*Curriculum Vitae*"

Place your name and the page number on every page at top or bottom right. *Italicize* to set it off from the rest of the document. Use header/footer function in MS Word:

*John Smith, page 2 of 8*

Margins: 1-inch margins are standard.

*Note: MS Word automatically formats 1.25-inch margins.*

# Formatting tips-6

## Font

Choose a font that you like. I prefer an attractive presentation graphics font such as:

Gill sans (this presentation uses Gill sans)  
Helvetica  
Ariel  
Calibri

The above fonts are “sans serif”. If you prefer a “serif” font, choose:

Times new roman  
Palatino  
Georgia

Except for titles and headings, use 11-point or 12-point font. Never use very small font (< 11 point)—don't want to tick off reviewers and readers

Note: some granting agencies and foundations specify which font and font size to use.  
*Follow their directions.*

## **Formatting tips-7**

### **Line spacing**

Use single spacing unless otherwise directed.

The MS Word command "Format> Paragraph> Exactly> Font Size" will condense single spaced text while retaining single spacing.

## FORMATTING TIPS-8

**Bolding.** This is a personal choice.

I try to avoid it and use CAPITALS instead. Depending on the font,  
**bolding = *a visual scream.***

## **FORMATTING TIPS-9**

**TURN ON THE SPELL-CHECKER!!!**